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DDA 74-4549

20 NOV 1974

Major Alexander Beim, Chairman  
Federal Government Micrographics Council  
General Services Administration (NRP)  
Washington, D.C. 20408

Dear Major Beim:

We commend your efforts in establishing a government-wide forum for the exchange of information and ideas to effect a fuller exploitation of the cost-savings potential of micrographics.

STAT

[redacted] who has already been elected a member of your Steering Committee, has been given the responsibility for overseeing this Agency's Micrographics Program. I know he will work closely with you in helping the Council achieve its laudatory objectives.

Sincerely,

/s/ John F. Blake

John F. Blake  
Deputy Director  
for  
Administration

DDA/ISAS/MPB/LLN:jlb (15 Nov 74)  
Retyped: AC-DDA:ydc (20 Nov 74)

Distribution:

Original - Addressee

1 - C/ISAS

✓ 2 - DDA Chrono (Subject)

1 - C/MPB

STAT

Originated by: /s/ [redacted]  
Chief, Micrographics Program

15 Nov 74  
Date

Maj. Alexander Beim, Chairman  
Federal Government Micrographics Council  
FGMC, GSA(NRP)  
Washington, D.C. 20408

Dear Maj. Beim,

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Sincerely yours,

John F. Blake  
Deputy Director  
for  
Administration

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1 - C/MPB

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Originated By:

[redacted]  
Chief, Micrographics Program  
Branch

15 Nov. 74  
Date

STATINTL

Approved For Release 2003/02/27 : CIA-RDP84-00780R006100080001-8

Approved For Release 2003/02/27 : CIA-RDP84-00780R006100080001-8

**FEDERAL GOVERNMENT MICROGRAPHICS COUNCIL** 77-6659

SPONSORED BY THE NATIONAL ARCHIVES AND RECORDS SERVICE  
GENERAL SERVICES ADMINISTRATION

ADDRESS CORRESPONDENCE TO: Secretary, FGMC, GSA(NRP), Washington DC 20408

17 OCT 1974

Honorable William E. Colby  
Director, Central Intelligence Agency  
Washington, DC 20505

Steering Committee

Chairman  
Major Alexander Beim  
Department of  
the Army

Vice-Chairman  
John D. Livsey  
U.S. Government  
Printing Office

Secretary  
Karen L. Simpson  
Department of  
the Treasury

Dr. Lee G. Burchinal  
National Science  
Foundation

Marilyn Courtot  
U.S. Senate

John F. Doherty  
Department of  
Commerce

STAT

Central Intelligence  
Agency

Dear Mr. Colby:

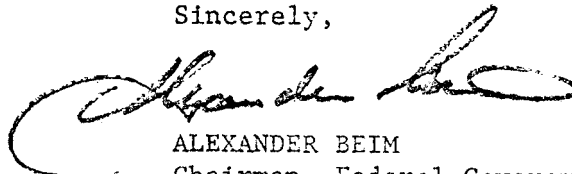
Government agencies are turning to microforms (microfilm in various formats) as an alternative to paper systems of recording, storing, and communicating information. Critical paper shortages, increasing operating costs, and advances in micrographic technology have accelerated development and implementation of new microform applications and expansion of already established systems. There is a need to exchange information among government agencies, to provide better management of microform systems, and to apply the most cost effective micrographic methods throughout the Government.

To promote these objectives, the Archivist of the United States recently approved the establishment of the Federal Government Micrographics Council (FGMC) under the sponsorship of the National Archives and Records Service, General Services Administration. The FGMC promotes the use of standards and guidelines for microform formats, systems management, micrographic equipment and supplies, forms, procedures, and operations. It can serve all agencies as an excellent source of information and expertise to facilitate the effective Government use of micrographic technology, development of new programs, and promotion of compatibility of microform systems within the Federal Government.

We encourage participation of members of your agency in FGMC. Any assistance you give in identifying and contacting the appropriate personnel in your agency who should join the Council will be greatly appreciated.

Membership application forms (sample attached) are available from the Secretary, FGMC. The list of committees shown on this form is representative of the areas in which the Council can assist your agency.

Sincerely,



ALEXANDER BEIM  
Chairman, Federal Government  
Micrographics Council

1 Inclosure

## MEMBERSHIP APPLICATION

FEDERAL GOVERNMENT MICROGRAPHICS COUNCIL (FGMC)

(Print or type)

I hereby apply for membership in the Federal Government Micrographics Council sponsored by the National Archives and Records Service, General Services Administration. I affirm that I am a full-time employee of the Government of the United States or the District of Columbia and that I am primarily engaged in the use of micrographic technology in the course of my employment.

NAME (Last, first, middle initial) <input type="checkbox"/> MR. <input type="checkbox"/> MISS <input type="checkbox"/> MRS.			SSN
POSITION TITLE	GRADE	NO. YEARS WITH FED GOVT	NO. YEARS MICROGRAPHICS EXPERIENCE
DEPT-AGENCY		BUREAU-OFC	
DIV-BR		OFC SYMBOL	
ACTUAL OFC ADDRESS (Street, building, & room no.)		TELEPHONE & EXT	IDS NO.
OFC MAILING ADDRESS			STOP NO.

## AVAILABILITY TO SERVE ON THE FOLLOWING FGMC COMMITTEE(S):

- |                                                  |                                                 |                                               |                                          |
|--------------------------------------------------|-------------------------------------------------|-----------------------------------------------|------------------------------------------|
| <input type="checkbox"/> MICROFORMS MANAGEMENT   | <input type="checkbox"/> COM                    | <input type="checkbox"/> EDUCATION & TRAINING | <input type="checkbox"/> OTHER (Specify) |
| <input type="checkbox"/> SYSTEMS ANALYSIS/DESIGN | <input type="checkbox"/> TECHNICAL SERVICES     | <input type="checkbox"/> PERSONNEL            |                                          |
| <input type="checkbox"/> INFORMATION RETRIEVAL   | <input type="checkbox"/> ACQUISITION PROCEDURES | <input type="checkbox"/> REGIONAL ACTIVITIES  |                                          |
| <input type="checkbox"/> MICROPUBLISHING         | <input type="checkbox"/> LAWS & REGULATIONS     | <input type="checkbox"/> STANDARDS            | <input type="checkbox"/> NONE            |

## MY ORGANIZATIONAL ELEMENT IS PRIMARILY INVOLVED IN (Check one):

- |                                              |                                                |                                                  |                                          |
|----------------------------------------------|------------------------------------------------|--------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> PUBLISHING/PRINTING | <input type="checkbox"/> ADP                   | <input type="checkbox"/> HOSPITAL ADMINISTRATION | <input type="checkbox"/> OTHER (Specify) |
| <input type="checkbox"/> RECORDS MANAGEMENT  | <input type="checkbox"/> LOGISTICS/SUPPLY      | <input type="checkbox"/> LIBRARY WORK            |                                          |
| <input type="checkbox"/> ADMIN SERVICES      | <input type="checkbox"/> MICROFORMS MANAGEMENT | <input type="checkbox"/> ENGINEERING             |                                          |

## MY JOB IN MICROGRAPHICS PRIMARILY INVOLVES:

- |                                                                               |                                                                                   |                              |                                          |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------|------------------------------------------|
| <input type="checkbox"/> MICROFORMS MANAGEMENT<br>(Includes all of the below) | <input type="checkbox"/> MICROGRAPHIC SYSTEMS<br>(Design, development, operation) | <input type="checkbox"/> COM | <input type="checkbox"/> MICROPUBLISHING |
| <input type="checkbox"/> MICROFORM PRODUCTION                                 | <input type="checkbox"/> OTHER (Specify)                                          |                              |                                          |

## REMARKS

SIGNATURE

DATE

## FOR FGMC STEERING COMMITTEE USE ONLY

DATE RECEIVED	DATE VOTED ON	APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE APPLICANT NOTIFIED
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## REMARKS

NAME &amp; TITLE

SIGNATURE

DATE

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

STAT

C/MPB

DATE

15 November 1974

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/ISAS

2. Asst. for Coordination

3.

4. DD/A

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FYI

At first I didn't believe a reply was necessary. However, at least half the Agencies have already answered. Therefore, perhaps a brief acknowledgement is in order.

4. For signature.

20 NOV 1974

☐ SECRET☐ CONFIDENTIAL☐ INTERNAL  
USE ONLY☐ UNCLASSIFIED